

## **COPYING AN ADPICS REQUISITION**

To copy an ADPICS requisition, access the Requisition Header Entry screen (PCHL2100) and enter the Requisition ID of the requisition that you want to copy. Press <ENTER> to retrieve the document.

Before you copy the requisition, you may change the Department or the REQ/JT indicator. Once the requisition number has been generated, you cannot change the department or the REQ/JT indicator. To change the Department or the REQ/JT indicator <TAB> to the appropriate field and type over the existing data. <TAB> to the Due Date field and enter the new delivery date. Press <F4> to copy the requisition.

The system copies the original requisition information, assigns a new Requisition ID number and changes the Action Indicator to 'N'. This gives you a new, unposted requisition with the same information of the requisition you copied.

You may make any changes to the new, unposted requisition, with the exception of the Requisition ID, REQ/JT indicator and Department fields. To save the changes you have made to the requisition press <F10> which will also take you to either the Requisition Detail Entry screen (PCHL2110) or the Requisition Accounting Detail screen (PCHL2109) depending on the accounting distribution method. Once all modifications have been made to the new requisition, post the document.

## **ADPICS APPROVAL PATHS**

Department of Management and Budget, Contract Administrative Division (CAD), has been removed from all Commodity Approval Paths (PCHL5983) and Document Approval Paths (PCHL5981/5982). This includes approval paths for the following document/document type combinations:

CS-CS Request to Contract for Personal Services

DP-DA Direct Purchase Order, Agency (Routed by Commodity Code)  
DP-DC Direct Purchase Order, Central Resource Computer Within Delegated  
DP-DD Direct Purchase Order, Direct Human Services Within Delegated  
DP-DE Direct Purchase Order, End User Computing Within Delegated  
DP-DF Direct Purchase Order, Professional and Consulting Services Within Delegated

DP-DH Direct Purchase Order, Apple Equipment/Software  
DP-DL Direct Purchase Order, General Labor Within Delegated

DP-DS Direct Purchase Order, Sole Source Within Delegated

RQ-RA Requisition, Agency (Routed by Commodity Code)  
RQ-RC Requisition, Central Resource Computer  
RQ-RD Requisition, Pre-Authorized Direct Human Services  
RQ-RE Requisition, End User Computer  
RQ-RH Requisition, Apple Equipment/Software  
RQ-RL Requisition, Pre-Authorized General Labor

RQ-RP Requisition, Pre-Authorized Professional/Consulting Services

RQ-RS Requisition, Sole Source

Documents created after 5:30 p.m. on October 19 will not go through Contract Administrative Division approval path.

Documents currently in an approval path will go to CAD. The document may be rejected which will route it through the new approval path.

### **FY 96 D23 FUND PROFILE FOR AY95 TRANSACTIONS**

The D23 Fund Profile must be active for FY96 if there are AY95 transactions which will post in FY96. If the D23 Fund Profiles are not active, warrant redemptions error out in agency ZZA (Treasury) and as a result cash and payments outstanding accounts are overstated. Treasury will notify the Office of Financial Management of the D23 funds causing errors.

For example, if a warrant issued during FY 95 is redeemed (cashed) in FY 96 then the same D23 fund number must exist in FY 96 and have an Active Status or the redemption TC (generally TC 395) will error out.

### **CENTRAL TRANSACTION CODE RELATED PROFILE CHANGES**

#### **TRANSACTION CODE**

TC No.	Screen	Title	Data Elements	Comment
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#### **USER CLASS**

User Class No.	Screen	Title	Data Elements	Comment
89	D66	Acct Clerk Input of Cent APRV JV's/Funds Override	ALL	New